

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215 (exp. 1/31/2000)

Public reporting burden for this collection of information is estimated to average 5.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Housing Agency (HA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the HA concerns the performance of the HA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess HA management capabilities and deficiencies, and to assign an overall performance rating to the HA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions: Respond to this certification form using the HA's actual data.

HA Name	For HA Fiscal Year Ending	Submission Date
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Check here if the HA expends less than \$300,000 a year in Federal awards: ☐

Indicators 1 - 7 will not be rated if the HA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. An HA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The HA has written policies in its administrative plan for selecting applicants from the waiting list.

HA Response Yes ☐ No ☐

(b) The HA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the HA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

HA Response Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.503)

(a) The HA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The HA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

HA Response Yes ☐ No ☐

(b) The HA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the HA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

HA Response ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The HA's quality control sample of tenant files shows that at the time of admission and reexamination, the HA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances; and, where the family is responsible for utilities under the lease, the HA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

HA Response ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The HA maintains an up-to-date utility allowance schedule. The HA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

HA Response Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

An HA supervisor (or other qualified person) reinspected a sample of units during the HA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The HA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

HA Response Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The HA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any HA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the HA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

HA Response ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(5) and (b)(13)) (Applies only to HAs with jurisdiction in metropolitan FMR areas).

Check here if not applicable: ☐

(a) The HA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the HA considers areas of poverty or minority concentration, and which includes actions the HA will take to encourage owner participation.

HA Response Yes ☐ No ☐

(b) The HA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

HA Response Yes ☐ No ☐

(c) The HA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the HA has assembled information about job opportunities, schools and services in these areas; and the HA uses the maps and related information when briefing certificate and voucher holders.

HA Response Yes ☐ No ☐

(d) The HA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the rental voucher or certificate programs, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

HA Response Yes ☐ No ☐

(e) The HA's information packet includes an explanation of how portability works and includes a list of neighboring HAs with the name, address and telephone number of a portability contact person at each.

HA Response Yes ☐ No ☐

(f) The HA has analyzed whether certificate and voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the HA has considered whether it is appropriate to seek approval of area exception rents in any part of its jurisdiction and has sought HUD approval when necessary.

HA Response Yes ☐ No ☐

8. FMR Limit and Payment Standards. The initial gross rents for at least 98% of units newly leased under the rental certificate program, other than over-FMR tenancies, are at or below the applicable FMR or approved exception rent limits and the HA has adopted current payment standards for the rental voucher program by unit size for each FMR area in the HA jurisdiction and, if applicable, for each HUD-approved exception rent area, which do not exceed the current applicable FMR or HUD-approved exception rent limits and which are not less than 80 percent of the current FMR/exception rent limit (unless a lower percent is approved by HUD). (24 CFR 982.508(a) and .505(b)(3))

HA Response Yes ☐ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

If the HA has jurisdiction in more than one FMR area, and/or if HUD has approved exception rent areas, attach similar FMR and payment standard comparisons for each FMR and exception rent area.

9. Annual Reexaminations. The HA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

HA Response Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The HA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

HA Response Yes ☐ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

HA Response Yes ☐ No ☐

12. Annual HQS Inspections. The HA inspects each unit under contract at least annually. (24 CFR 982.405(a))

HA Response Yes ☐ No ☐

13. Lease-Up. The HA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

HA Response Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment (Applies only to HAs required to administer an FSS program). The HA has enrolled families in FSS as required. (24 CFR 984.105)

HA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through the 2nd to last completed Federal FY. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** HA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another HA

Percent of FSS slots filled (b + c divided by a)

or, Not Applicable ☐

14b. Percent of FSS Participants with Escrow Account Balances (Applies only to HAs required to administer an FSS program). The HA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

HA Response Yes ☐ No ☐

a. Portability: If you are the **initial** HA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another HA

or, Not Applicable ☐

Deconcentration Bonus Indicator (Optional and only for HAs with jurisdiction in metropolitan FMR areas).

The HA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the HA in its principal operating area resided in low poverty census tracts at the end of the last HA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the HA's principal operating area during the last HA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last HA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the HA's principal operating area over the last two HA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last HA FY.

HA Response Yes ☐ No ☐ If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the HA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the HA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature & date

Chairperson, Board of Commissioners, signature & date

X _____

X _____

The HA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the HA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date _____

HA Name _____

Principal Operating Area of HA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional HAs. Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the HA has assisted 20 or more Section 8 families with children in the last completed HA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, an HA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional HAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the HA in its principal operating area at the end of the last HA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the HA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the HA in its principal operating area at the end of the last HA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the HA's principal operating area at the end of the last HA FY (line a divided by line b).

Is line c 50% or more? Yes ☐ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts at the end of the last completed HA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed HA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed HA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last HA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children that resided in low poverty census tracts at the end of the second to last completed HA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed HA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed HA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed HA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the HA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional HAs.